



STATE OF WASHINGTON
DEPARTMENT OF COMMERCE

128 - 10th Avenue SW • PO Box 42525 • Olympia, Washington 98504-2525 • (360) 725-4000

May 3, 2010

Ann Sutphin
City of Seattle
PO Box 34996
Seattle, WA 98124

Re: ARRA/EECBG/Transportation Planning/Bicycle Facility Assessment, Commerce Agreement No. F10-52112-008

Dear Ms. Sutphin:

Enclosed are the fully executed agreement and letter of USDOE Approval for Release of Funds. These documents should be retained for your permanent records.

Please read this agreement carefully and comply with all the terms and conditions. This agreement includes a schedule and the reporting requirements (see Attachment "A" and the Special Terms and Conditions, Section 7 - Reporting), which explains when quarterly reports and deliverables are due. Please direct any questions regarding quarterly ARRA Reporting to Meg O'Leary at 360.725.3121. She will be sending information and forms by e-mail to project managers one month before each due date.

An A-19 Invoice Voucher with directions is also enclosed to implement requests for reimbursement. Valid documentation for match is required as per the Special Terms and Conditions, Section 4 - Billing - Match/Final Retainage. An electronic version of the A-19 is available upon request.

Please send A19 invoices to:

Judith Hartman
Department of Commerce
Energy Policy Division
P. O. Box 43173
Olympia, WA 98504-3473

If you have not done so, please submit your proof of insurance to me within 15 days as referenced in section 11 of the Special Terms and Conditions. Also, let me know if the contact person(s) and/or the agreement/invoice signature authority changes during the performance of the agreement. If you have any questions, you may contact either me at the phone number/email address below or Anne Fritzel at 360.725.3064.

Sincerely,

Judith Hartman
Energy Policy Specialist
360-725-3115
Judy.hartman@commerce.wa.gov

Enclosures



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May 3, 2010

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Seattle, WA 98124

Re: ARRA/EECBG/ Bicycle Facility Assessment, Commerce Agreement Number
F10-52110-008 - **USDOE/EECBG Approval for Release of Funds**

Dear Ms. Sutphin:

In accordance with the above referenced contract, WA State Department of Commerce is hereby notifying the City of Seattle of approval for funding release from US Department of Energy as follows:

Date of Approval: January 28, 2010

Activity Title: Activity 2 – Statewide Energy Planning Program

Sub-Contract Name: Seattle (\$75,000)

Brief description of Work: The communities receiving these funds will be undertaking planning and development of long term energy efficiency strategies with release of these funds. No implementation or construction will be funded through this action.

Please let me know if you have any questions. You may contact me at the phone number/email address below.

Sincerely,

Judith Hartman
Energy Policy Specialist
360-725-3115
Judy.hartman@commerce.wa.gov



DATE _____